



THE ASSISTANT SECRETARY OF THE NAVY
Research, Development and Acquisition
1000 Navy Pentagon
Washington DC 20350-1000

October 30, 2007

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Program Management Agreements (P07-004)

References: (a) USD (AT&L) Memorandum of May 25, 2007, Program Management
Tenure and Accountability
(b) ASN (RD&A) Memorandum of August 10, 2007, Program Manager
Tenure and Accountability

Reference (a) directed the implementation of Tenure Agreements and Qualifications for Program Managers (PMs) and Program Management Agreements (PMAs) to increase leadership stability and enhance management accountability. Reference (b) implements the tenure and qualifications portion of this direction.

PMAs are required for all ACAT programs. Each PMA will communicate the PM's annual assessment of the current state of the program, specific actions and events planned for the next 12 months, and the PM's overall goals for the program over the next year. It is my intent that PMs use the ASN (RD&A) Dashboard reporting system to the greatest extent possible to execute this policy.

PMAs shall be signed by the PM, the PEO (or the SYSCOM Commander or designee for programs not assigned to a PEO), and the program/resource sponsor or advocate. ASN (RD&A) will approve PMAs for ACAT I programs. The designated Milestone Decision Authority will approve PMAs for ACAT II and below programs.

Initial PMAs will be completed by each program's next required Dashboard reporting date and updated annually thereafter, using the attached template as a guide. Progress in meeting PMAs will be addressed during established ACAT I and II portfolio reviews.

This policy shall be incorporated into the next update of SECNAVINST 5000.2. My point of contact for this is Ms. Rose Bartlett, DASN (A&LM), 703-693-4013.

Delores M. Etter

Attachment: Program Management Agreement Template

SUBJECT: Program Management Agreements

Distribution:

CNO (N09B, N1, N2, N3/5, N4, N6, N6F, N8)

CMC

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PEO (IWS)

PEO (EIS)

PEO (C4I)

PEO (LS)

DRPM SSP

PROGRAM MANAGEMENT AGREEMENT

I. GENERAL INFORMATION

PM Name, Rank, Tenure Duration
ACAT Designation, Lifecycle Phase, and Exit Criteria
Date of last review, Date of next review

II. CURRENT PROGRAM ASSESSMENT

- Attachment (1) presents the current program assessment.
- Use the Dashboard "Program Detail" chart.

III. PROGRAM ASSESSMENT MITIGATING ACTIONS

- The following mitigation plans address those Program Assessment Categories within Attachment (1) assessed to be other than Green:
 - **Category:** The PM will describe specific actions to be taken over the next 12 months that address the conditions described for each category assessed to be other than Green.
 - **Category:** Mitigating actions will be quantifiable and measurable to the greatest extent possible.
 - **Category:** Mitigating actions for the upcoming year may be part of a larger plan that will unfold over the course of several years. If this is the case, a brief description of the larger plan will be included.

IV. Key Events

- In addition to the scheduled events listed in Attachment (1), the following (4-6) key events are anticipated during the next 12 months.
 - List key events that are a level of granularity below the milestone schedule in the Dashboard Program Overview Report.
 - Key events may include critical path events along an Integrated Master Schedule (IMS), decision points, test events, and design reviews.

V. Program Manager's 12 Month Goals

[This section should be a discussion of the Program Manager's Goals for the next year, beyond the mitigating actions discussed in Section III above. Goals should be aligned

with established ASN (RD&A) strategic goals, to the extent possible. Goals may include such things as placing a greater emphasis in a specific area of the program, specific ideas for cost control, personnel development goals, achieving key aspects of design development, etc. The PM should present (4-5) goals that move the program forward within current cost, schedule and performance criteria. Goals must be specific, achievable, and measurable during the upcoming 12 month period.

VI. ATTACHMENTS

- (1) Dashboard Program Overview Report dated xx mmm yyyy.
- (2) Current approved Acquisition Program Baseline dated xx mmm yyyy.

PM Signature and date
(Title)

PEO/SYSCOM Signature and date
(Title)

Program/Resource Sponsor or Advocate Signature and date
(Title)

ASN(RD&A)/MDA Signature and date
(Title)